

**DETERMINATION AND FINDINGS  
FOR  
SINGLE AVAILABLE SOURCE**

<b>USER AGENCY:</b>	Child and Family Services Agency
<b>CONTRACT NO:</b>	RQ850123
<b>CAPTION:</b>	WMATA Fare Cards
<b>PROPOSED CONTRACTOR:</b>	Washington Metropolitan Area Transit Authority (WMATA) 600 5 <sup>th</sup> Street N.W. Washington, D.C. 20001

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1701

**MINIMUM NEED:**

The Child and Family Services Agency (CFSA) has a need to procure fare cards for use by its clients for WMATA transportation services.

**3. ESTIMATED REASONABLE PRICE:**

\$ 15,000.00

**4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT**

CFSA provides important services to promote the safety and well-being of children and families. The agency coordinates public and private partnerships to preserve families through foster care, adoption, and child welfare services, and to protect children against abuse or neglect.

Clients of CFSA need transportation between CFSA facilities, the courts and various service providers spread around the Washington Metropolitan area. CFSA provides fare cards to its clients as a cost effective means of transportation within the Washington Metropolitan area. WMATA is the sole provider of public transportation in the District.

Therefore, it is in the best interest of CFSA to procure the services, via sole source, from WMATA, the current and only vendor that possesses the unique and singularly available capability deemed essential to meet CFSA's important services to promote the safety and well-being of children and families and to protect children against abuse or neglect in the District.

5. **CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brenda Donald  
Director

**CERTIFICATION BY CONTRACTING OFFICER**

6. I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tara Sigamoni  
Agency Chief Contracting Officer